

Town of Concord

APP # 16
Flag Lowering

1. Policy

The flag in the center of Town shall be half-staff on any day:

1. When an elected Town official who dies during a term of office has a service or is buried in Concord;
2. When any former Selectman has a service or is buried in Concord;
3. When any veteran or member of the armed forces has a service, or is buried, in Concord;
4. When any memorial exercises are held in Concord for any member of the armed services buried on foreign soil;
5. When any Honored Citizen has a service or is buried in Concord;
6. When any citizen with a record of significant service or contribution to the Town has a service, or is buried, in Concord;
7. On those holidays and occasions so designated by the State or Federal government;
8. On other occasions when appropriate in the determination of the Town Manager.

In addition, on days of community mourning the Town Manager may order that all flags on Town property be placed at half-staff.

2. Procedures

1. The Fire Department will be responsible for the lowering and raising of the flag in the center of Town.
2. For occasions listed under items 1 through 5, and 7 under the policy statement, the Fire Department shall act upon notification of a service or burial by a Town official, the clergy, funeral directors, or citizens-at-large.
3. For situations covered by items 6 and 8 under the policy, the Fire Department shall lower the flag upon notification by the Chair of the Board of Selectmen, or the Town Manager.

4. Only the flag in the center of Town shall be lowered, unless otherwise determined by the Town Manager as outlined in Section 1.
5. The Fire Department shall maintain a log of all flag lowerings. The log shall show the date, name of the individual, and how the individual qualified under the policy.

Distribution: All Department Heads
All Committee and Board Chairpersons